

# Montana DNRC Emergency Firefighter (EFF) Information Sheet

## HIRING

The state of Montana DNRC hires casuals, or temporary employees, as state EFF's. They are not federal AD's. All hiring paperwork is normally completed and on file at the home unit prior to dispatch to an incident.

Workers Compensation Insurance: EFF's are covered under MT Workers Compensation Insurance (MT State Fund: 1-800-332-6102, team 6). See attached *First Report of Injury* and reporting instructions.

Taxes & Benefits: State and federal taxes are deducted from EFF gross earnings and state unemployment insurance is paid by the state. FICA (federal social security) taxes are not deducted from EFF earnings. EFF's are not entitled to sick or annual leave and are not required to participate in the state retirement plan.

Entitlements: If incident commissary is available, EFF's are granted commissary privileges in accordance with instructions in the Interagency Incident Business Management Handbook (IIBMH). EFF's earn overtime on greater than 8 hours in a day and greater than 40 hours in a week. Though time is kept on the OF288, overtime does not need to be computed on an incident; it will be figured when EFF time reports are processed by DNRC Payroll. EFF's are not entitled to hazard pay or any other pay differentials. EFF's are not entitled to paid R&R upon return home; if the IC feels this is warranted, it must be provided by the incident prior to Demob.

Pay Rates: EFF pay rates are determined by the nature of the work assigned. See the NRCG supplement to chapter 10 of the IIBMH at the following website for Montana EFF pay rates. See chapter 50 supplement for additional EFF info. [http://www.fs.fed.us/r1/fire/nrcg/Committees/business\\_committee.htm](http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm)

## TRAVEL

When in travel status, occasionally meals or lodging expenses must be paid out of pocket. Reimbursement for such expenses will be in accordance with State of Montana Travel and Reimbursement Policies and State Per Diem Rates. Note that MT state per diem meal rates (in state or out of state, as applicable) always apply, regardless of host agency or location of incident. Lodging reimbursement rates are generally up to \$60/night plus tax. Lodging receipts must be submitted; reimbursement is at actual cost. Requests for reimbursement of travel expenses must be in the form of a Travel Expense Voucher, submitted to the home unit.

MT Per Diem meal rates (flat rates, receipts not required):

<u>In state:</u>	Breakfast	\$5.00	<u>Out of state:</u>	Breakfast	\$6.00
	Lunch	\$6.00		Lunch:	\$6.00
	Dinner	<u>\$12.00</u>		Dinner:	<u>\$16.00</u>
		\$23.00 per day			\$28.00 per day

Montana travel and per diem policies and forms can be found at the following website:

[http://www.dnrc.state.mt.us/employee/travel\\_forms.htm](http://www.dnrc.state.mt.us/employee/travel_forms.htm)

## VEHICLE USE

The dispatch office should arrange for travel to and from the incident. If an EFF must use a personal vehicle to travel to and from an incident, the vehicle will be reimbursed for mileage at state rates. This request for reimbursement should be documented on a Travel Expense Voucher. If the vehicle is specifically ordered on a Resource Order for use on the incident, it should be signed up on an EERA at the home unit and paid at a daily and/or mileage rate, as applicable.

### \*\*\*PAYMENT DOCUMENTS\*\*\*

ALL PAYMENTS FOR EFF'S AND/OR LOCAL GOVERNMENT FORCES ARE PROCESSED THROUGH THE HOME UNIT (DNRC HIRING OFFICE). The crew representative (or individual) must bring the original payment documents back to the home unit for processing. MT DNRC is the only payment agency for EFF's and local government equipment from Montana.

## HOME UNIT CONTACT INFORMATION (hiring Land Office or Unit Office)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contacts: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DNRC hiring official: Attach blank First Report of Injury and reporting instructions to this form, give to each EFF at time of hire. EFF: Carry this form and a copy with you on incident assignments. Present copy to Finance Section.